



CITY MANAGER'S OFFICE
CITY OF NEWARK

220 South Main Street · Newark, Delaware 19711
302.366.7000 · Fax 302.366.7035 · www.newarkde.gov

CITY OF NEWARK
Contract No. 20-01
Municipal Parking Lot #1 Expansion

Addendum #3
April 18, 2020

1. Notice to Bidders

This addendum is intended to clarify acceptable notarization practices for bidders during the COVID-19 State of Emergency in the State of Delaware. While the City of Newark prefers all bid documents be complete and notarized when submitted, the Purchasing Division understands that there are certain bid-related functions, such as obtaining notarization, that may be difficult to achieve by the April 21st deadline due to the COVID-19 outbreak. As such, the following notary-specific modifications are permissible for the submittal of bids for Contract No. 20-01:

A. Extension for notarization on bid documents

Through consultation with the State of Delaware Office of Management and Budget, the City of Newark Purchasing Division has determined that bidders may be granted an additional seven (7) days following the Tuesday, April 21st deadline for the submittal of notarized bid documents. **While the City does expect the notarization of non-collusion statements with electronically submitted bids, the Purchasing Division will accept notarized documents submitted via mail through Tuesday, April 28.** If bidders' electronically submitted bids on or before 2:00 p.m. on April 21st not have the notary mark, but the mailed copy of the bid submitted on or before April 28th have the notary mark, the Purchasing Division will not penalize/disqualify the bidder for the lack of notarization by the initial deadline.

Since City Hall is shut down to walk-in customers and deliveries during the COVID-19 State of Emergency, mailed notarized submittals should be sent to the following address before or on Tuesday, April 28:

City of Newark, Purchasing Division
ATTN: Jeffrey Martindale, Assistant to the City Manager
406 Phillips Avenue
Newark, DE 19711

B. Allowance of “remote notarization” as outlined in the Eleventh Modification to the Delaware State of Emergency

In compliance with Governor John Carney’s Eleventh Modification to the COVID-19 State of Delaware State of Emergency, “remote notarization” practices, as outlined in the Eleventh Modification Statement, may be used during the notarization process for this bid submittal. Please view the Eleventh Modification Statement [here](#) for details.

END OF ADDENDUM #3